



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council Meeting held on
Monday the 7th February 2022 at 7.30pm Parish Office,
Sargent Way, Broadbridge Heath.

Present Were: Cllr Terry Oliver (Chair) (TO)

Cllr Jeanne Coker (JC)	Cllr Debbie Lambert (DL)
Cllr David Trangmar (DT)	Cllr Sarah Chandler (SC)
Cllr Geoff Clark (GC)	Cllr Christine Knight (CK)
Cllr Karon Smith (after co-option)	Cllr Vivek Patil (after co-option)

Clerk: Lucinda Edwards

Members of the Public: 1

Press: None

010/22 PUBLIC SPEAKING

A member of public attended to speak about the below items:

- The Platinum Jubilee – expressing an interest in the Parish Council's plans to support plans to celebrate this occasion.
The Chairman confirmed that this would be discussed under item 21 on the agenda.
- The potential development at Lower Broadbridge Farm
The Chairman confirmed that this would be discussed under item 12 on the agenda.
- Concerns relating to the bus gate and the introduction of the ANPR number plate recognition cameras.
The Chairman confirmed that these works are currently in progress with WSCC and that the latest update from Highways suggests the works will be completed during the Spring.

The member of public was thanked for their attendance and contribution to the meeting.

011/22 APOLOGIES AND REASON FOR ABSENCE

Apologies and reasons for absence were **NOTED** from Cllr Hayles, Cllr Edwards, Cllr Milbank and Cllr Hazell

012/22 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES

Cllr Clark and Cllr Chandler declared an interest in Item 12.2 – Proposed development at Lower Broadbridge Farm, due to proximity of their property to the site.

Cllr Oliver also noted his property is geographically close to the site.

013/22 CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed members of a recent social media plea which had identified financial struggle within the community and had given rise to consideration as to whether a community fund grant scheme could be

implemented, via an organisation. The Chairman will gather further information to bring to the council.

Initial response from the council included:

- concerns about how families in need can be identified
- suggestion to engage with Horsham Lions

The Chairman wished to express thanks, on behalf of the council, to the Clerk and Assistant Clerk for their commitment and continued hard work, recognising the additional tasks involved with the new Parish Office and recruitment.

014/22 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

It was **RESOLVED** by all present that the minutes of the Parish Council meeting held on Monday 10th January 2022 be accepted as a true and correct record of the meeting.

(Proposer; Cllr CK, Seconded; GC)

015/22 ADOPTION OF COMMITTEE MINUTES

It was **RESOLVED** by all present to adopt the minutes of the Recreation Committee meeting held on Monday 27th April 2021.

(Proposer; Cllr CK, Seconded; JC)

016/22 PARISH COUNCILLOR VACANCIES

Karon Smith and Vivekanand Patil were invited to speak by the Chairman for the 2 Parish Councillor vacancies and present themselves in order of their applications received.

Karon Smith presented herself with a few words and it was **RESOLVED** by all to co-opt her to the Council. *(Proposer; Cllr JC, Seconded; GC)*.

Vivekanand Patil presented himself with a few words and it was **RESOLVED** by all to co-opt him to the Council *(Proposer; Cllr SC, Seconded; DT)*.

017/22 COUNTY COUNCILLOR REPORT

Members **NOTED** the circulated reports.

018/22 The Chairman raised a motion to move Item 12 and Item 21 to the next items on the agenda in light of the items raised by the member of public.
Members **AGREED** the motion.

019/22 PLANNING APPLICATIONS RECEIVED IN JANUARY 2022

Application	Address	Details	Comments
DC/21/2876	Tesco Superstore Wickhurst Lane	Erection of 1x 42" LCD media screen and 2x non-illuminated flag pole signs (Retrospective).	This was noted as a retrospective application. No objections.
DC/22/0120	20 Heydon Way	Conversion of existing attached garage to form habitable accommodation with associated external alterations	Whilst no objection, the loss of parking provision and alteration to streetscene were commented upon by the Planning Committee.

Members **AGREED** the above responses.

It was noted that application reference DC/22/0103 is to be considered outside of the meeting as was not received in time to be on the meeting agenda. This was **NOTED** by members.

020/22

LAND AT LOWER BROADBRIDGE FARM

Cllr Clark, Chairman of the Planning Committee, updated members as below:

- The Parish Council were contacted by Stallard, acting on behalf of Gleeson homes regarding the potential development on the land at Lower Broadbridge Farm.
- It is noted that the last update on the Horsham Local Plan did not list this site as a potential development site.
- The land sits within the Slinfold Parish.
- The Parish Council met informally to discuss the initial proposals and determined not to formally respond to the letter.
- Slinfold Parish Council agreed at their Parish Council meeting to write a letter stating objections to the pre-proposal and their intent to formally objection if a planning application is submitted.
- There was a public meeting organised by residents and it is expected that an action group will be formed. Banners have already been placed at the site.
- It was noted that there has not been an application submitted yet.

Cllr Clark raised a motion to draft a letter to Stallard stating that in principal, the Parish Council is against any development at this site. As positioned on the border of Broadbridge Heath Parish, any development would adversely affect the village.

Members **AGREED** for the council to submit a response, to be drafted by Cllr Clark, Cllr Oliver and the Clerk.

It was **AGREED** for the Planning Committee to look at setting up a working party at the appropriate time and to look at a draft Terms of Reference for this working party for the approval of the Parish Council.
(Prop DL; Sec CK).

021/22

PLATINUM JUBILEE

Members noted the details in Appendix 7 (p.15) of the circulated meeting report.

Recommendations 1-8 (as below) were **AGREED** by members, noting the associated costs as set out in the report.

(Prop CK; Sec JC)

1. To purchase commemorative waving flags to be handed out on the day of the event.
2. To sponsor entertainment or other activity (by way of a grant application by the Gala) for the event.
3. To decorate the office fence-line with national colour bunting that could be used for other events (100M) (see finance below)
4. To purchase a jubilee flag
5. To purchase 2 benches to be located along the shared footpath subject to WSCC Highways approval. Benches would be of the model approved within the Memorial Policy. Benches to be dedicated to the Queen's Platinum Jubilee, and in commemoration of HRH Prince Phillip.
6. To propose the area outside the east of the Parish Office as a suitable location for the Gala sponsored tree
7. To purchase a plaque for the above tree with the below wording:

“This tree was planted by The Gala Association of Broadbridge Heath in celebration of the Queen’s Platinum Jubilee in 2022” (wording tbc with approval of Chair and Rec Chair)

If the Gala decline this location/decision, the PC to continue and plant a tree at this location from the Queens Green Canopy Initiative.

8. To make contact with the Crochet/Knitting group and propose crochet/knitting workshops to make jubilee decorations for the village, offering to purchase wool etc as required, offering Parish Office as a location for the workshops.

In addition, Cllr Coker raised a motion for members to consider a standalone souvenir publication to mark the occasion, with photographs of the village over the 70 years of The Queen’s reign.

It was **AGREED** to proceed with the proposal on the basis of a £1,000 maximum expenditure and all works on the publication being undertaken by an informal group of members.

(Prop TO, Sec JC)

COMMITTEES AND WORKING GROUPS

- 022/22** Members **APPROVED** the request from Cllr Hayles to withdraw her membership from the Recreation Committee.
- 023/22** Members **AGREED** to adopt the Terms of Reference for the Recreation Committee, as reviewed by the committee at a meeting held on 31st January 2022, per Appendix 1 of the circulated report.
- 024/22** Following the adoption of the Highways Working Party Terms of Reference (agreed via delegation scheme reference consultation 95), Membership of the Working Party was **AGREED** as below:
Cllr Coker
Cllr Clark
Cllr Patil
Cllr Smith
Cllr Chandler

POLICIES

- 025/22** Members **AGREED** a recommendation from the Recreation Committee to adopt a Volunteer Policy.
The draft policy was reviewed by the Recreation Committee at a meeting held on Monday 31st January and may be found in **APPENDIX 3**.
(Prop DL; Sec DT).
- 026/22** Members received a recommendation from the Recreation Committee to adopt the revised Flag Policy.
The Recreation Committee agreed at their meeting held on Monday 31st January to include the Platinum Jubilee flag into the policy. The draft policy may be found in APPENDIX 4.

It was **AGREED** to adopt the policy, with an amendment to the wording to enable the Platinum Flag to be flown at any time throughout the year at the discretion of the Clerk on consultation with the Chairman.

- 027/22 PAYMENTS LIST RATIFICATION**
Members **AGREED** to ratify the Payments lists for December 2021, January and February 2022, per Appendix 5 in the circulated report.
(Prop GC; Sec DT).
- 028/22 FINANCE UPDATE**
Members **AGREED** to defer this item to the Finance and Establishment Committee.
- 029/22 RATIFICATION OF DECISIONS USING SCHEME OF DELEGATION**
Members **AGREED** to ratify all decisions reached using the council's adopted scheme of delegation per the list of approved decisions in **APPENDIX 6** of the circulated report. It was **NOTED** that copies of all consultations are available from the Clerk.

PLAY AREAS AND OPEN SPACES

- 030/22 VEHICLE CROSSOVER LICENSE**
Members were advised that the decision following the application to WSCC for a vehicle crossover license is still awaited. Once approved, contractors will be invited to tender for the vehicular access works onto the Village Centre recreation ground and full design specifications will be shared with the Village Centre Trustees. It is anticipated that once the contractor has been appointed, the order for the new play area equipment will be re-opened with Kompan. Members **NOTED** the update.
- 031/22 VILLAGE CENTRE MONSTER PLAYGROUND**
Members were advised that the Clerk met with Kompan to discuss the Village Centre Monster play area and that there were likely to be increased costings for the project due to the significant time delay in delivery. It was **AGREED** for the Clerk to liaise with the HDC Section 106 team to enquire about the option of increasing the funding application.
- 032/22 THE DUCKY**
Members **AGREED** for the Clerks to proceed with simple water testing to be carried out at The Ducky, with a view to this becoming an annual commitment.
(Prop JC; Sec CK)
- 033/22 WICKHURST GREEN AND SOLOMON'S SEAL PARCELS OF LAND**
The Clerk updated members with details of the latest updates from the council's legal representative in relation to the adoption of the Wickhurst Green Parcels of Land and the Weston Avenue allotments. In both instances, the council's solicitors are awaiting responses from the developer's solicitors.

It was noted that we are once again approaching the growing season and members expressed frustration at the continued delay.
It was **AGREED** for the Clerk to make direct contact with the relevant officers at Horsham District Council and to setup a meeting at Director level in efforts to ensure immediate action to complete the adoptions urgently and for the Chairman of the Council and the Chairman of the Recreation Committee to attend this meeting.
- 034/22 TREE SURVEY**
Members received 3 quotes (details are within the circulated report) for a tree survey and **AGREED** the quote from Connick's and to appoint Connicks as the contractor for a Spring inspection.

- 035/22 GRASSCUTTING CONTRACT 2022/23**
Members were updated by the Clerk that quotes had been sought from 3 contractors, but only one quote to date has been submitted, by Grasstex, the Council's previously appointed grass-cutting contractor. Noting the 2.6% increase on last year's approved quote, members **AGREED** to extend the contract to the 2022/23 season.
(Prop CK; Sec KS).
- 036/22 GRANT APPLICATION**
Members received a grant application for £1,550 to support the continued production of the BBH Magazine.
The application was **APPROVED** by members.
(Prop GC; Sec VP).
- 037/22 AGE UK VILLAGE AGENT AND 4 THE YOUTH SERVICES**
Members received an update from the Clerk following a meeting with Age UK, on the services provided through the Village Agent scheme. Noting the report as submitted by Age UK and the proposals within the report, members **AGREED** to continue with the current provision, with a view to a review of the agreement after a 6 month period.
- 038/22** Members **NOTED** that the Clerk has arranged a meeting with 4 The Youth and will update members on the service provision.
- 039/22 PARISH OFFICE**
The Clerk updated members on the progress of the Parish Office setup, identifying some snagging items for resolution.

Members received a draft completed Section 106 application, applying for S106 contribution funding from Horsham District Council for fixture and furnishing of the new office. Also circulated were details of obtained quotes supporting the application.

Members **APPROVED** the recommended suppliers and **AGREED** for the application to be submitted.
(Prop DT; Sec DL).
- 040/22** Members **AGREED** for the use of EMR Parish Office funds to be used for any items that may not be approved for funding with S106 monies.
- 041/22** Members **AGREED** to delegate to the Clerk, on consultation with the Chairman to proceed with any further decisions as required to proceed with the parish office setup, in line with the council's agreed regulations.
- 042/22 PARISH COUNCIL ACTION PLAN**
Members **AGREED** to adopt the Action Plan per Appendix 8 of the circulated report.
(Prop GC; Sec CK)
- 043/22 SOCIAL MEDIA**
It was **AGREED** for the case studies from the Age UK reports to be shared on social media, to demonstrate the value of the provision.
It was **AGREED** to share all updates and details of the Gala Association's plans for the Platinum Jubilee.
- 044/22 PERSONNEL MEETING**
Members **APPROVED** a recommendation from the Clerk to hold an additional meeting of the Personnel Committee on Tuesday 15th February.

045/22 Members **NOTED** the next planned meeting dates;

Personnel Committee – Tuesday 15th February 2022 – 7:30pm

Finance and Establishment Committee – 21st February 2022 – 7:30pm

Parish Council Meeting – 7th March 2022 – 7:45pm

Recreation Committee – 28th March 2022 – 7:30pm

The meeting closed at 22.20.